



Administrative Policies and Procedures: 16.48-BA

Subject: Conducting Diligent Searches

Supersedes: None

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 01/01/02

Revision date:

Application

To All Department of Children's Services Foster Parents, Program Operations Assistant Commissioners, Regional Administrators, Team Coordinators, Team Leaders, and Case Managers

Authority: TCA 37-5-106

Policy

In all cases in which the whereabouts of one or both parents (legal or birth) of a child in custody are unknown, a diligent search for the parent(s) shall be done immediately and the search shall be documented in the child's case file.

Procedures

A. Activities in conducting a diligent search

The following activities shall constitute a diligent search:

1. Contact all known relatives and friends for information pertaining to the identity and possible whereabouts of the parent(s). Provide addresses of relatives or friends to the region's attorney, as a means of personal service (due process), when the parent is believed to frequent those addresses.
2. Review social service and public assistance records for identification of the parent and last known addresses.
3. Request information from the records of other states if the parent is thought or alleged to reside in another state.

4. Check post offices, cross-city directories and telephone directories for name and address listings.
5. Check police records for any records of address.
6. Check with in-state or out-of-state Departments of Safety for an address.
7. If the parent(s) are believed to be in the military or recently discharged from the military, check with the appropriate branch of the military service for a current address.
8. If the parent is thought or alleged to be a student, check with the appropriate school for information concerning the parent's address.
9. Send a letter (CS-0584, *Diligent Search Checklist/Sample Diligent Search Letter*) to the last known address marked **"Address Correction Requested – Do Not Forward"**, when a current address is unknown.
10. Check the following sources as appropriate:
 - a) Last known landlord,
 - b) Department of employment security,
 - c) Last known employer,
 - d) Utility companies,
 - e) County records that are in the possession of the county tax assessor,
 - f) Registrar of deeds, or
 - g) County court clerk.

Forms

CS-0584

Diligent Search Checklist/Sample Diligent Search Letter

Collateral Documents

None

Standards

None

This Is A Brian A. Policy and May Not Be Changed Without Prior Authorization